

**PROGRAM ADMINISTRATOR, CORRECTIONAL SCHOOLS  
(SUPERVISORY)**

**JOB ANALYSIS  
BACKGROUND INFORMATION**

**Date of Study:** April 17<sup>th</sup> and 18<sup>th</sup>, 2006

**Collective Bargaining Identification:** SO6

**Job Analysis Conducted By:** Lisa D. John, Associate Personnel Analyst  
Department of Corrections and Rehabilitation

**Number of Incumbents:** There are 19 incumbents in this classification  
per Department of Corrections & Rehabilitation  
Filled/Vacant Position Report dated April 4, 2006.

**Names of the Subject Matter Expert(s) and their background:**

**PAM J. ERSKINE, YOUTH AUTHORITY ADMINISTRATOR, REHABILITATION  
SERVICES, DIVISION OF JUVENILE JUSTICE**

Pam has been with the Department of Corrections and Rehabilitation for over 29 years. She is currently a Youth Authority Administrator, Rehabilitation Services at Division Headquarters. She was previously a Program Administrator, Correctional Schools (Supervisory) for over 3 years with the CDCR.

**JOAN LOUCRAFT, YOUTH AUTHORITY ADMINISTRATOR, REHABILITATION  
SERVICES, DIVISION OF JUVENILE JUSTICE**

Joan has been with the Department of Corrections and Rehabilitation for over 15 years. She is currently a Youth Authority Administrator, Rehabilitation Services at N.A. Chaderjian Youth Correctional Facility. She was previously a Program Administrator, Correctional Schools (Supervisory) for over 4 years with the CDCR.

**TIMOTHY J. MAHONEY, YOUTH AUTHORITY ADMINISTRATOR,  
REHABILITATION SERVICES, DIVISION OF JUVENILE JUSTICE**

Timothy has been with the Department of Corrections and Rehabilitation for over 18 years. He is currently a Youth Authority Administrator, Rehabilitation Services at Preston Youth Correctional Facility.

**ELVERTA M. MOCK, PROGRAM ADMINISTRATOR, CORRECTIONAL SCHOOLS  
(SUPERVISORY), DIVISION OF JUVENILE JUSTICE**

Elverta has been with the Department of Corrections and Rehabilitation for over 24 years. She is currently a Program Administrator, Correctional Schools (Supervisory) at Heman G. Stark Youth Correctional Facility.

## **PROGRAM ADMINISTRATOR, CORRECTIONAL SCHOOLS (SUPERVISORY) INFORMATION GATHERING**

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of California class specification